

CONFIDENTIAL

No. 69-1

21 January 1969

Minutes of the Procurement Officers' Meeting

15 January 1969

PRESENT: John F. Blake, Chairman



1. The monthly meeting of Procurement Officers was held on 15 January 1969 in the Office of Logistics Conference Room.

2. In an effort to formalize the meetings of Procurement Officers, the following administrative rules were established for future meetings:

a. Meetings will be held each month on the first working Monday at 10:30 a.m. in the Office of Logistics Conference Room, 1207 Ames Center Building.

b. The agenda for each meeting will be established on the previous Monday and disseminated to each participant on the Tuesday Prior to each meeting. Items for inclusion in the Agenda should be forwarded to the Special Assistant to the Director of Logistics by the Monday prior to each meeting.

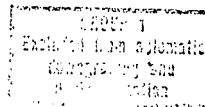
K1 3. [redacted] addressed the meeting on the recent activity of the Contract Review Board, as follows:

a. The Board's present membership includes:



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Declassification Review by NGA

b. Advisory membership includes:



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c. The Contract Review Board presently meets each Wednesday at 10:00 a.m. The length of the meetings was recently extended to permit [redacted] to conduct a short educational briefing session in an attempt to provide the Board with the necessary background to better analyze contracts under review. In addition to the normal work of the Board, [redacted] mentioned that each Directorate is participating in a major effort to review the operation and charter of the Board. It is expected that a revised charter will result from this review. In addition to discussing Contract Review Board activity, [redacted] passed on notes on research and development for 1969.

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4. [redacted] briefed the membership on the current status of statistical reporting required by the Office of Logistics. Emphasis was placed on the identification of funded and unfunded workload factors of each team, and the Procurement Division, including a separate breakout for the [redacted]. On [redacted] suggestion, it was agreed that [redacted] would prepare written instructions for standard statistical reporting.

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5. Mr. Blake commented on the subject of travel coordination, noting that the Contracting Teams might find it helpful and convenient, as well as economical, to assist one another while traveling to areas where Agency contracting work is done. [redacted] noted that such coordination has already been formalized by the Industrial Security Officers assigned to each Team.

6. Mr. Blake indicated that a tentative date of 1 March 1969 had been set for the establishment of the Decentralized Contracting Teams in the DD/I and ORD/DD/S&T. The overlap in the DD/I area, because it concerns only one person, may start earlier.

7. [redacted] commented on the following industrial security matters:

a. Industrial Security Officers assigned to each Contracting Team were meeting on a monthly basis to discuss matters of common interest.

b. Industrial security clearances had now been completely decentralized.

c. All requests for industrial security support from the Office of Logistics will now be serviced to professional Security Officers.

Distribution:

1 - Each Member